

Cole & Associates, LLC

3986 Princeton Pike Lawrenceville, NJ 08648

11/27/2018

Borough of Roselle Park
110 East Westfield Avenue
Roselle Park, NJ 07204
Attn: Andrew J. Casais, RMC, QPA

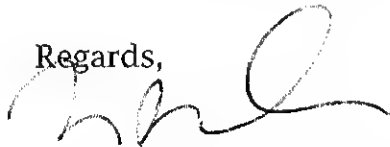
Re: Borough Engineer RFP

Dear Mr. Casais,

In response to the above stated RFP, our proposal is attached. We are currently performing a similar role for the Borough of Somerville and very interested in serving the Borough of Roselle Park as the Borough Engineer.

Please call or email me if you have any questions or if we can be of further assistance. We appreciate the opportunity to serve Roselle Park.

Regards,



Michael Cole, P.E., P.P., AICP, CME, CPG

mcole@mcoleandassociates.com
609-306-2877 609-688-0363 fax

Cole & Associates, LLC

3986 Princeton Pike Lawrenceville, NJ 08648

A Track Record of Transforming Towns to Communities

The principal of Cole and Associates, LLC, Michael Cole, has been the Planning Board Engineer and Planner for large cities, townships and boroughs throughout NJ. Since 2005, he has been the engineer and planner for the Borough of Somerville Planning Board and Zoning Board of Adjustment. He also serves the Borough in other capacities such as the Borough Planner, Sanitary Sewer Engineer and Special Projects Engineer. He also served as municipal engineer for the City of Camden.

13 years of translatable experience:

Roselle Park and Somerville Borough are very similar in size, age, style of development. Somerville is approximately 2.2 square miles and has a population of approximately 13,000. The Borough of Roselle Park is 1.2 square miles and has an approximate population of 13,000 too. Both communities were developed prior to WWII and are served by public water and sewer and have a Borough form of government.

Over the last thirteen years, Cole and Associates has been a driving force in transforming Somerville to a vibrant town center with focal points like Division Street, the Shoprite development and Somerset development.

We believe in realizing your goals with cost efficiency:

We understand that Boroughs, especially in this economic climate, need an engineering/planning firm that can provide the needed expertise in a cost effective manner. To that end, we generally discount our municipal bills 15% to 20% to give back to the Borough. Cole and Associates is not like a large municipal firms that have multiple professionals review projects. By having the one person perform the planning/engineering for the Borough the fees are minimized.

We believe in contributing to the betterment of the Borough:

We have a passion for transforming towns to thriving communities. So when we have seen a need that may not be in the budget, we have helped the Borough by performing the work as a pro bono project. For Somerville, a critical factor in increasing foot traffic was to provide parking. Cole and Associates donated the complete redesign of the municipal parking lots: parking and lighting study, new layout, pedestrian walk paths, lighting, curbing for Somerville.

mcole@mcoleandassociates.com
609-306-2877 609-688-0363 fax

Besides Somerville, the Borough of Roselle Park would be our 2nd full time municipal client. To us, the Borough of Roselle Park would not be a small client in a large municipal engineering firm but a valued client in a small firm.

We are proposing that Michael Cole, the principal of the Firm be Borough Engineer. We can provide examples of our work (engineering/planning review reports, road designs, planning documents, etc.).

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MICHAEL J. COLE, P.E., P.P., A.I.C.P., C.M.E., C.P.G.

MUNICIPAL ENGINEER, PLANNER & GEOLOGIST

EXPERIENCE SUMMARY

Mr. Cole has nearly 30 years of experience working for New Jersey municipalities; and as the principal of the firm is a licensed planner, engineer and geologist. He is responsible for the management of all projects the firm conducts including redevelopment, municipal, and land use planning/engineering; environmental and civil engineering. The breadth of project management responsibilities include the review of land development applications, major and minor site plans/subdivisions, bulk/use variances, performing redevelopment visioning, preparation of areas in need of redevelopment studies and redevelopment plans. In addition, the firm performs master plan reexaminations and the development of various elements of the master plan including housing element & Fair Share Plans. The Housing Element & Fair Share Plan is specifically tailored to address COAH round III requirements. He has over 28 years of experience working for NJ municipalities and performed projects ranging from traffic engineering/road design, civil engineering (pump station, stormwater, water and sewer main design), environmental engineering (soil/groundwater contamination investigation, landfill closure, UST removal/installation, etc.) and municipal planning.

ENGINEERING AND PLANNING EXPERIENCE

Planner & Engineer, Borough of Somerville, Borough of Somerville Board of Adjustment & Planning Board, 2005 to present

As the Engineer & Planner for the Borough of Somerville (including Planning and Zoning Boards), he has reviewed hundreds of land development applications including major and minor subdivisions, major and minor site plans and use variance applications (including bulk variances). The applications are reviewed for conformance with the Land Use Ordinance, RSIS, Flood Hazard regulations, NJDEP environmental & COAH regulations and all applicable State standards. In addition, the he has reviewed/supervised the preparation of the following planning documents:

- Preliminary Investigation for Determination of an Area in Need of Redevelopment- Borough Landfill Redevelopment Area Extension
- Preliminary Investigation for Determination of an Area in Need of Redevelopment- Kirby Avenue Redevelopment Area
- Redevelopment Plan for the Station Area & Landfill Redevelopment zone
- Reexamination of the Master Plan
- Housing/Land Use/Economic/Historic elements of the master plan
- Preparation of the Kirby Avenue Redevelopment Plan
- Preparation of the Eastern Central Business District Redevelopment Plan
- Conducting stakeholders meetings and perform subsequent revisions to the Kirby Avenue Redevelopment plan (revisions needed to address the downturn in the economy)
- Preliminary Investigation for Determination of an Area in Need of Redevelopment - West Main Street Redevelopment Area

- Traffic engineering parking study of Municipal Lots #1, #2 #4, #6 to determine utilization during various hours of week/weekend and seasonal variation in parking lot use.

Sewer Engineer & Special Projects Engineer, Borough of Somerville, 2009 to present

As the Borough Sewer and Special Project Engineer, he has designed capitol improvement projects and prepared various engineering reports. These capitol improvement and engineering reports include the following items:

- Design of the reconstruction and upgrade to Municipal Parking Lots #1, #2, including design of decorative lighting, storm water inlets/piping, parking lot grades, landscaping, curbing, etc.
- Review of the sanitary sewer flow data, sewer grades & profiles and preparation of the sanitary sewer analysis surcharge report
- Preparation of the 27" sanitary sewer main capacity analysis report
- Review of the Insitu lining of the South Street sanitary sewer including the review and supervision of the removal of the debris located within the main
- Design and construction management of Division Street Project
- Replacement of sanitary sewer main on South Street.
- Repair of sanitary sewer manholes along Peters Brook.
- Inspect over 90% of the sanitary sewer manholes to determine their condition
- Prepare the engineering analysis report that identifies the infiltration and inflow of the sanitary sewer manholes including of the manhole reinforcement so that sanitary sewer overflow (SSO) does not occur in Chambres Park.
- Participate in the creation of ACO with NJDEP and SRVSA
- Prepare various mapping of the Borough's sanitary sewer system including identifying locations of the future sanitary sewer flow meters.
- Design of the both splash parks

Zoning Board Planner, Borough of Middlesex, 2013 to 2016

As the Zoning Board Planner, he reviewed land development applications land development applications including major and minor subdivisions, major and minor site plans and use variance applications (including bulk variances).

Planner & Engineer, City of Camden Planning Board, 2000 to 2006

As the City of Camden Planning Board Planner & Engineer, he has reviewed 100's of site development plans, including site plans, minor and major subdivision applications. The site development applications are reviewed for conformance with the City's site development ordinances.

- Review of the Cramer Hill Study Area Determination of Needs Study for the Camden Planning Board.
- Review of the Cramer Hill Study Area 1.2 Billion dollar Redevelopment Plan.
- Determination of redevelopment requirements for dozens of Brownfield Sites located in Camden City.
- Assisting the City of Camden Fire Department in locating three (3) new fire stations and administration building in the City.

Municipal Engineer, City of Camden, 1999 to 2002

Performed and managed numerous projects involving municipal engineering. These projects included the reconstruction of numerous city streets, repair and replacement of

water and sewer main, upgrades to water treatment plants, replacement of 100's of residential water laterals .

City of Camden Projects- 2003 to 2006

- Construction Management, Well Seal Phase I
- Wells #14 & #15 Design & Well Houses
- Well Redrill - Well #1
- Well Design - Delair #1, #2, #3 and Morris #1, #3, #4, #6 #7 , #8, #9, #12
- Design of the Parkside water treatment plant & potable well

Environmental Engineering Projects- 1989 to Present

- Removal of 100's of UST's for municipalities throughout New Jersey
- Design of UST fuel dispensing systems for State, County and local governments (AC Expressway authority, Camden County, numerous local municipalities)
- Above Ground Storage Tank Fuel System Design
- Wetland Delineation and permitting (general and individual permits).
- Preparation of Preliminary Assessment/Site Investigation (PA/SI) at the following locations: 20 sites in Camden City, Buena Borough Rag Factory, Gloucester City Popcorn and Rug Factory, Sherwin Williams in Lindenwold Borough.
- Remedial Alternative Analyses (RAA). Supervised and/or performed over 50 RAAs, including the following sites: Westville Borough Hall, Buena Borough Rag Factory, Serta Mattress - Pennsauken, Gloucester City Popcorn and Rug Factory, Lakehurst Borough DPW, Clementon Borough Hall and DPW, Cherry Hill Township Wastewater Treatment Plant, Berlin Borough DPW, Collingswood Borough MUA.

Remington & Vernick Engineers, Municipal Engineer, Planner & Geologist, 1989 to 2006

Represented municipal clients and performed municipal planning, engineering and hydrogeology. Municipal projects included review of hundreds of land development applications, preparation of master plans including the various elements of the master plan, reexamination of master plans, redevelopment planning.

PROFESSIONAL LICENSES AND CERTIFICATIONS

Professional Planner - NJ, American Institute of Certified Planner (A.I.C.P.)

Professional Engineer - NJ, PA, DE

Professional Geologist - PA, TN

NJ Certified Municipal Engineer (CME)

Member of the American Planning Association (APA)

NJDEP Subsurface Evaluator

EDUCATION

Attended numerous planning, engineering, geology, environmental science, freshwater wetlands, courses offered by Rutgers, Cook College, APA, ASCE
University of Delaware, Bachelor of Science, Geology, 1989

AWARDS

Proposed and designed the award winning Division Street pedestrian plaza which transformed an economically challenged block of Division Street, which is located within the Downtown Central Business District, from a vehicular road into the pedestrian plaza which is the cultural hub of the Borough. All cultural events (i.e. Christmas tree lighting, Jazz festival, farmers market, etc.) take place on Division Street. The design and construction of the pedestrian plaza received a 1st place award from the Somerset County Planning Board and the Platinum award from Downtown New Jersey

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UZO AHIARAKWE , P.E. P.P., CME, PLS

EXPERIENCE SUMMARY

Mr. Ahiarakwe is a professional engineer licensed in the states of New Jersey, Pennsylvania, Maryland and Delaware. He is also a professional planner in the State of New Jersey, and a licensed Professional Land Surveyor in the State of Delaware, Pennsylvania, Maryland and New Jersey. As Camden City Municipal Engineer, he has an enormous wealth of experience in dealing with the unique needs of municipalities. His experience spans the full depth of permitting, planning, grants/loan applications/administration, budgeting, rehabilitation of old infrastructure and designing new ones, construction management of projects in a congested urban environment, and dealing with utilities and utility companies during planning, designing and construction. He has held various appointed positions as Planner, Municipal Engineer, Traffic Engineer and Municipal Utilities Authority Engineer for numerous Boards and Municipalities. He is very familiar with the Residential site Improvement Standard (RSIS) and Municipal Land Use Law (MLUL). Mr. Ahiarakwe has undertaken numerous projects (rehabilitation and new construction) with great success. He has also had great success in obtaining funding from various sources totaling more than 200 million dollars for numerous projects over the past SEVENTEEN (17) years, i.e. 1996 to 2013.

MUNICIPAL ENGINEERING EXPERIENCE

Professional engineer in responsible charge of budgeting, planning, designing, and construction management/inspections for various engineering projects in different municipalities. Duties among other things also include reviewing bids received and making recommendations to Municipal Council, advising the Municipality on technical matters, reviewing of Planning/Zoning board submissions and supervision of water and sewer utilities operations.

Funding And Grants Coordination

Mr. Ahiarakwe as Camden City Municipal Engineer has liaised with various agencies for Federal and State funding programs. Within the past fourteen (14) years (1996-2010), he has successfully secured over one hundred eighty million dollars for numerous City projects. Some of these include programs sponsored by EDA, NJDEP/NJEIT, ARRA and NJDOT. His scope of involvement has included coordination, making the necessary application and providing the required documentation, responding to questions, providing clarification on studies and/or design submitted, and administering the loan or grant

Tax Map Preparation & Revisions

Prepared numerous tax map revisions and updates for Township Of Fairfield (2004- 2009)

Water & Sewer System Operations And Maintenance

Mr. Ahiarakwe as City of Camden Municipal Engineer, is in charge of the oversight of the day-to-day operations, management, and maintenance of the City Sewer and Water System (18-MGD Morris Delair Water Treatment Plant Facility & 3-MGD Parkside Water Treatment Facility) for a population of 87,000 people.

Water Supply Management

2009 ARRA/NJEIT/NJDEP Projects

Rehabilitation of Pressure Filters (Morris-Delair Water Treatment Plant)

Design Engineer for rehabilitation of twelve (12) pressure filters at the Morris-Delair Water Treatment Plant. The proposed scope of work includes, replacement of existing filter media and support gravel, cleaning the interior of the filter vessel and underdrain, inspection and repair (if applicable) of filter internals, replacement of distribution piping and laterals, and restoration of surface treatments and finishes. (Cost: \$800,000)

Rehabilitation of Aerators/Degasifiers

Design Engineer for rehabilitation of eight (8) aerators at the Morris-Delair Water Treatment Plant. The proposed scope of work includes, inspection of internal/external structure and repair (where applicable), replacement of internal structure and associated media, cleaning the interior of the vessel, replacement of distribution piping and laterals, and restoration of surface treatments and finishes. (Cost: \$500,000)

Upgrade Lime Silo (Lime Storage/Feed System)

Design Engineer for rehabilitation/replacement of existing lime silo at the Morris Delair Water Treatment Plant, Pennsauken, NJ. The project scope involves the rehabilitation of the existing lime silo at the Morris-Delair Water Treatment Plant. The proposed scope of work includes, pump replacement, modification of waste removal system, inspection and repair of electrical system, demolition and removal of old lime feed system. (Cost: \$600,000)

Painting of Water Storage Tanks

Design Engineer for inspection and design of replacement coating system for both the interior and exterior surfaces of the a 5 MG standpipe (North Camden Tank) and two (2) 2MG elevated tanks (Kaighn Avenue Tank and Whitman Park Tank). (Cost: \$1.5 million)

Rehabilitation of Clarifiers (Morris-Delair Water Treatment Plant)

Design Engineer. The scope of work includes, analysis of flow balance between clarifiers/flocculators, installation of flow meters, inspection and repair (if applicable) of clarifier piping and associated structures; and replacement of distribution piping (if required). (Cost: \$200,000)

Furnish and Delivery of Cold Water Meters

Design of replacement and new cold water meter and ERTs for approximately for properties in residential (13,000), commercial (95) and industrial accounts in the City of Camden. (Cost: \$600,000)

Replacement of City Fire Hydrants

Project Engineer for the design of replacement for approximately four-hundred (400) defective fire hydrants at various locations in the City of Camden. (Cost: \$1.6 million)

Replacement of Water Main Valves (Various)

This task involves the design of replacement for approximately one-hundred (100) inoperable water main valves. (Cost: \$1.7 million)

Ventilation System For The VOC Building

Design of adequate ventilation system for the VOC building, Morris Delair Water Treatment Plant, NJ. (Cost: \$0.05 million)

PROFESSIONAL LICENSES AND CERTIFICATIONS

New Jersey

Licensed Professional Engineer - 1996
Licensed Professional Planner - 1996
Certified Municipal Engineer - 1998
Certified Public Works Manager - 2007
Certified in Underground Storage Tanks
Sewage Collections License – 2008
Water Treatment License – 2008
Water Distribution License - 2008

Pennsylvania

Registered Professional Engineer – 1996
Registered Professional Land Surveyor-2008
Waterworks Operator – WA1- 2003
Sewage Treatment Plant Operator – SA1-2003

Delaware

Registered Professional Engineer - 1997
Registered Professional Surveyor -2000

Maryland

Registered Professional Engineer - 2011
Registered Professional Surveyor -2011

EDUCATION

Widener University, Chester, PA

Master of Engineering in Civil Engineering

Georgia Institute of Technology, Atlanta, Georgia

Certificate in Transportation Engineering

University of Massachusetts, Amherst, Massachusetts

Certificate in Drinking Water

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GERALD O'BRIEN, CONSTRUCTION MANAGER/INSPECTOR

EXPERIENCE SUMMARY

Gerald O'Brien has been in the construction business for more than 45 years. He started as a tradesman, then became a subcontractor handling concrete, brick, block, carpentry (both rough and finish), excavating, grading and underground improvements before becoming a home builder, general contractor and developer. He has built over 12,000 residential units, of every description, single family homes to New York City High-rise condominiums. Additionally he has built assisted living centers, municipal complexes, school additions, commercial and industrial centers, aircraft hangers and developed and improved over 10,000 acres.

Gerald holds a "B-C" General Contractor License, a General Blasting License and a New Jersey Home Improvement Contractor License. Further, he is an ICC Certified Residential Building, Plumbing and Mechanical Inspector and inspects municipal site-improvements. Gerald provides construction estimates, schedules and support services to contractors, builders, developers and engineers.

ENGINEERING EXPERIENCE

Cole & Associates, LLC, Construction Manager/ Inspector, 2010 to Present

Gerald O'Brien performs constructability review of municipal projects and municipal inspection of both private land development projects and municipal capital improvement projects. The projects which he has performed these services are as follows:

- Inspection of the construction of the parking lot and utilities connections for a 5 story building in downtown Somerville, NJ
- Inspection of the multi-million dollar JSM mixed use development, project in Downtown Somerville. Site development project involved the construction of a municipal road, 450 space parking lot, construction of the water, sanitary and storm water mains, landscaping and utility hook ups of a 72,000 square foot ShopRite.
- Inspection of the reconstruction of the municipal parking lots #1 & #2 in Downtown Somerville. The lots were reconstructed to include pedestrian walkways, curbing, decorative lighting, landscaping, and pay stations.
- Inspection of the relocation of the 14' diameter sanitary sewer main associated with the construction of the Mercer Street Bridge.

EDUCATION

Attended numerous engineering, science and engineering courses and has 160 credit hours from Penn State University. High School graduate in 1964.


Certification 7941

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-FEB-2014 to 15-FEB-2021

COLE AND ASSOCIATES, LLC
3986 PRINCETON PIKE
LAWRENCEVILLE NJ 08648


Andrew P. Sidamon-Eristoff
State Treasurer



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
P.O. BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

COLE AND ASSOCIATES LLC

ADDRESS:

3986 PRINCETON PIKE
LAWRENCEVILLE NJ 08648

EFFECTIVE DATE:

05/15/06

TRADE NAME:

SEQUENCE NUMBER:

1237685

ISSUANCE DATE:

05/22/06

James J. Durkin
Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Cole & Associates, LLC

3986 Princeton Pike Lawrenceville, NJ 08648

2019 Annual Fee Schedule*

Michael Cole, Principal	\$ 180/hour (Private Development)
	\$ 140/hour (Borough & Boards)
Drafting	\$ 110/hour
Technical Assistant	\$ 75/hour
Staff Licensed Planner/Engineer	\$ 165/hour (Private Development)
	\$ 140/hour (Borough & Boards)
Staff Planner/Engineer	\$ 110/hour
Development Site Inspection by PE	\$ 130/hour
Development Site Inspection by non PE	\$ 110/hour
Survey Technician	\$ 68.00/hour
Designer/Draftsman/CADD Technician	\$ 68.00/hour
Survey Crew (3-person)	\$250.00/hour
Survey Crew (2-person)	\$173.00/hour
Survey Crew (1-person)	\$134.00/hour

mcole@mcoleandassociates.com
609-306-2877 609-688-0363 fax

*** Schedule Notes**

1. Travel mileage, copying small quantities of reports, plotting of maps, etc. is not charged to the Board/Municipalities. Large quantity copying will be billed the actual cost generated by the copying company (i.e. Kinkos) with no mark up. Clerical work associated with copying of report/plotting of maps, etc. is not charged to the Boards/Borough.

New Jersey Municipal Engineering Institute

of the

BOARD OF MUNICIPAL ENGINEERS

Has reviewed and

approved

the plan and the specifications for the design of

Certified Municipal Engineer

under the direction of the Board of Engineers

of the New Jersey Municipal Engineering Institute

has issued of order for the



[Signature]
Secretary

THE BOARD OF MUNICIPAL ENGINEERS

Cole & Associates, LLC

3986 Princeton Pike Lawrenceville, NJ 08648

Municipal Client Reference List

1. **Dennis Sullivan**, Mayor of Somerville
25 West End Avenue, Somerville, NJ 08876
Tel. 908-725-2300
Email: mayor@somervillenj.org
2. **Bernie Navatto**, Chairman of the Somerville Planning Board & Chairman of the Somerset County Planning Board
25 West End Avenue, Somerville, NJ 08876
Tel. 908-722-0056
Email: bvncpa@optimum.net
3. **Arthur Adair**, Chairman of the Somerville Board of Adjustment
25 West End Avenue, Somerville, NJ 08876
Tel. 908-672-0249
Email: aadair661@aol.com
4. **Frank Vuoso**, Borough of Somerville Director of Community Development
25 West End Avenue, Somerville, NJ 08876
Tel. 908-704-6962
Email: fvuoso@somervillenj.org
5. **Jason Kraska**, Borough of Somerville Planning Board Member
25 West End Avenue, Somerville, NJ 08876
Tel. 908-256-9402
Email: jkraska106@gmail.com

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BOROUGH OF ROSELLE PARK

SUBMISSION CHECKLIST

THE FOLLOWING ITEMS, AS INDICATED BELOW <input checked="" type="checkbox"/>, SHALL BE PROVIDED WITH THE RECEIPT OF SEALED SUBMISSIONS		Initial Here
<input checked="" type="checkbox"/>	Completed RFP Checklist	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Completed Submission Form / Qualification Statement	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Required EEO/Affirmative Action Evidence & Signed Compliance Notice	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Acknowledgement of Americans with Disabilities Act Language of 1990	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Insurance Requirement Acknowledgement Form	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	Certification Regarding Political Contributions	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	New Jersey Business Registration Certificate of Vendor	<u> <i>sl</i> </u>
<input checked="" type="checkbox"/>	W-9 of Vendor	<u> <i>sl</i> </u>

This checklist is provided for vendor's use in assuring compliance with required documentation; however, it does not include all submission requirements and does not relieve the vendor of the need to read and comply with the RFP.

Name of Vendor: Cole And Associates, LLC Date: 11/27/2018

Signature: X. 

Print Name: Michael Cole

Title: Principal

BOROUGH OF ROSELLE PARK

SUBMISSION FORM / QUALIFICATION STATEMENT

(ATTACH ADDITIONAL SHEETS AS NECESSARY,
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS
AND TYPE/WRITE: "SEE ATTACHED")

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:

See Attached

(ATTACH ADDITIONAL SHEETS AS NECESSARY,
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS
AND TYPE/WRITE: "SEE ATTACHED")

See Attached

SUBMISSION FORM / QUALIFICATION STATEMENT
(CONTINUED)

(ATTACH ADDITIONAL SHEETS AS NECESSARY,
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS
AND TYPE/WRITE: "SEE ATTACHED")

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

See Attached

SUBMISSION FORM / QUALIFICATION STATEMENT
(CONTINUED)

(ATTACH ADDITIONAL SHEETS AS NECESSARY,
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS
AND TYPE/WRITE: "SEE ATTACHED")

4. Cost details, including the annual fee for primary duties and the hourly rates of each of the individuals who will perform services, and all expenses for any work that is not included in the primary duties:

See Attached

CERTIFICATION OF PROPOSAL

(Sign Below)

Firm: Cole and Associates, LLC

Date: 11/27/2018

Authorized Representative (Print): Michael Cole

Signature: 

Title: Principal

Telephone No.: 609-306-2877

Fax No.: NA

BOROUGH OF ROSELLE PARK

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

THIS STATEMENT SHALL BE COMPLETED, CERTIFIED TO, AND INCLUDED WITH ALL BID AND PROPOSAL SUBMISSIONS. FAILURE TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION OF THE BID OR PROPOSAL.

Name of Organization: Cole And Associates, LLC

Organization Address: 3984 Princeton Pike, Lawrenceville, NJ 08648

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☒ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

STATEMENT OF OWNERSHIP DISCLOSURE
(Continued)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Michael Cole	3986 Princeton Pike, LAWRENCEVILLE, NJ 07648

Part III

DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
N/A	

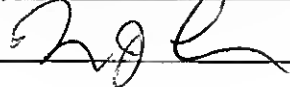
Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
N/A	

STATEMENT OF OWNERSHIP DISCLOSURE
(Continued)

Part IV
Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Roselle Park is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Roselle Park to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Michael Cole	Title:	Principal
Signature:		Date:	11/27/2018

BOROUGH OF ROSELLE PARK

NON-COLLUSION AFFIDAVIT

State of _____
County of _____

ss:

I, Michael Cole of the City of Lawrence in
the County of Mercer and State of New Jersey full age, being duly
sworn according to law on my oath depose and say that:

I am Principal of the firm of Cole and Associates, LLC
(Title or Position) (Name of Firm)

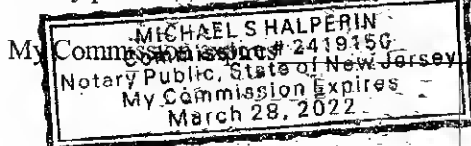
the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Roselle Park relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by Cole and Associates, LLC (name of contractor).

Subscribed and sworn to
before me this 19th day
of November, 2018.

X. [Signature]
Signature
Principal - Michael Cole
(Type or print name of affiant under signature)

Notary public of _____



BOROUGH OF ROSELLE PARK

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE
AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Cole And ASSOCIATES, LLC

SIGNATURE: 

PRINT NAME: Michael Cole

TITLE: Principal

DATE: 11/27/2018

BOROUGH OF ROSELLE PARK

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

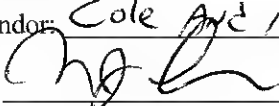
The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The undersigned vendor consents to the full understanding of the forgoing Americans with Disabilities Act Language of 1990:

Bidder/Vendor: Cole and Associates, LLC

Signature: 

Full Name (Print): Michael Cole

Title: Principal

Date: 11/27/2015

BOROUGH OF ROSELLE PARK

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.

PLEASE CHECK EITHER BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Vendor: _____

Contact Name: _____ Contact Phone Number: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
(Continued)

CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Michael Cole

Signature: 

Title: Principal

Date: 11/27/2018

Bidder/Vendor: Cole and Associates, LLC

BOROUGH OF ROSELLE PARK

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the governing body

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

SIGNATURE: _____

DATE: _____

Michael Cole, Principal
(Printed Name & Title)

BOROUGH OF ROSELLE PARK

CERTIFICATION REGARDING POLITICAL CONTRIBUTIONS

STATE OF NEW JERSEY

: SS.

COUNTY OF _____

I, Michael Cole, Lawrence of the Township of _____
in the County of Mercer and the State of New Jersey, of _____
America (USA) full age, being duly sworn
according to law on my oath depose and say that:

I am the Principal of the firm of Cole and Associates, LLC, the Professional Service Entity making the submissions for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity acknowledges that it is aware that the Borough of Roselle Park pursuant to Section 2-4 of the Borough Code prohibits the awarding of any public contract to any Professional Service Entity that has contributed in excess of two hundred (\$200.00) dollars to a campaign committee of any Borough of Roselle Park candidate or holder of the public office having ultimate responsibility for the award of the contract, or to any Borough of Roselle Park or Union County Party Committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough of Roselle Park municipal candidates or municipal officeholders, within one (1) calendar year immediately preceding the date of the contract or agreement.

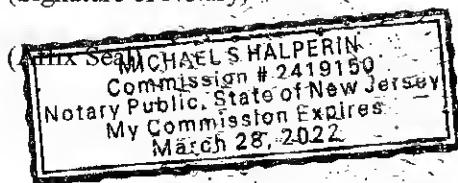
I further warrant that pursuant to Roselle Park Borough Section 2-4, a "professional service provider" seeking a public contract means: an individual, including the individual's spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a service provider includes all principals who own one (1%) percent or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the provider as well as any subsidiaries directly controlled by the service provider.

I further warrant that I have reviewed Borough Code Section 2-4.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment for contempt of Court.

Subscribed and sworn to before me
this 19th day of November, 2018

(Signature of Notary)



[Signature]
(Signature of Professional)
Name: Michael Cole
Title: Principal

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Cole and Associates, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3986 Princeton Pike

6 City, state, and ZIP code

Lawrenceville, NJ 08648

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 0 - 4 8 7 1 3 0 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

11/27/2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.